

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
NOTICE OF MATERIALS TO BE USED
CEM-3101 (REV 03/2015) CT# 7541-3511-1

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

To (Resident Engineer): _____ Date: _____

You are hereby notified that materials required for use under Contract Number (1) _____

Dist. _____ Co. _____ Rte. _____ P.M. _____

will be obtained from the following sources:

Contract Bid Item Number (2)	Item Code (3)	Contract Item Description (4)	Item Component (5)	Item Sub- Component (5)	Manufacturer/Provider Name(s) and Address(es) (6)

It is requested that you arrange for sampling, testing and inspection of materials prior to delivery in accordance with Section 6 of the *Standard Specifications*. It is understood that source inspection does not relieve the prime contractor of the full responsibility for incorporating into the work, materials that comply in all respects with the contract plans and specifications. Nor does it preclude the subsequent rejection of materials found to be unsuitable.

Yours Truly,

(7) c: Materials Administrator, Mail Station #5
Materials Engineering & Testing Services
5900 Folsom Blvd, Sacramento, CA 95819
MaterialsAdministratorMETS@dot.ca.gov
Fax: (916) 227-7084
Construction Senior Engineer
Contractor File
District Construction Office

Contractor		
Address		
Business Phone	Business Fax	E-Mail Address

NOTICE OF MATERIALS TO BE USED

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**NOTICE OF MATERIALS TO BE USED
INSTRUCTIONS TO CONTRACTOR**

Section 6 of the *Standard Specifications* state that, "Before the preconstruction conference, submit material source information on a Notice of Materials to Be Used form.."

In order to avoid delay in approval of materials, the Department of Transportation must receive, in a timely manner, your Form CEM-3101, "Notice of Materials to Be Used." When filing your Form CEM-3101, please comply with the following instructions:

1. The Contract Number and job limits should be the same as they appear on the special provisions.
2. The column headed "Contract Bid Item Number" refers to the sequential item number of the contract.
3. The column headed "Item Code" refers to the number for which the material is to be used. It is a six-digit number.
4. The column headed "Contract Item Description" refers to an item description of the material as described in the special provisions.
5. The columns headed "Item Component" and "Item Sub-component" refer to the specific description of material to be used, not necessarily the name of the contract item.

For example:

Contract Bid Item Number	Item Code	Contract Item Description	Item Component	Item Sub-component
01	520101	Bar reinforcing steel	Coupler (service splice)	Service splice, CJP welded

6. The column headed "Manufacturer/Provider" refers to the manufacturer/fabricator of the item and the supplier/vendor of the item. List the name and address of the Manufacturer/Fabricator. Also, list the name and address of the location where inspection will occur, if different from the Manufacturer/Fabricator.
7. Form CEM-3101, "Notice of Materials to Be Used," must be submitted to the Resident Engineer (RE). The RE will email the Form CEM-3101 to the Materials Administrator at MaterialsAdministratorMETS@dot.ca.gov or fax to (916) 227-7084, Attn: Materials Administrator or postal mail to: Material Engineering & Testing Services, 5900 Folsom Blvd., Sacramento, CA 95819 MS 5.

If the sources of materials are not known at the beginning of a contract, submit a Form CEM-3101, "Notice of Materials to Be Used," for a given bid item as soon as a provider is known. Multiple submittals may be necessary. Resubmit a Form CEM-3101, "Notice of Materials to Be Used," for all changes or revisions.

When placing orders for materials that require inspection prior to shipment, be sure to indicate on your request form that state inspection is required before shipment.